



Administrative Services Assistant 4

Working title: Vocational Recovery Specialist

The Bureau of Workers' Compensation is looking for a bachelor graduate with four years of full-time professional-level experience in social work, job placement, counseling, higher education enrollment, workers' compensation claim administration, human resources, workforce development, career counseling, or vocational assessment.

You will have an opportunity to grow and develop your skills, gain work experience and serve others.

What's in it for you:

- Access to State benefits
- Growth and Development Opportunities
- Collaborative Environment

Requirements Are Simple:

- Graduation from an accredited four-year college or university with a bachelor's degree and four years of full-time professional-level experience in social work, job placement, counseling, higher education enrollment, workers' compensation claim administration, human resources, workforce development, career counseling, or vocational assessment.
- Substitution of Education for Experience: Additional qualifying experience as described above may substitute for the required education to a maximum of four years.
- Substitution of Experience for Education: Graduate coursework in vocational rehabilitation, a social science, or a behavioral science may be substituted for the required experience on a year-for-year basis, to a maximum of one year.
- Possess a valid motor vehicle operator's license with a safe driving record.

Responsibilities:

- Assist injured workers who are unable to return to their pre-injury employment as they try to return to the workforce.
- Assist employees and employers participating in a Retain program to return the employees back to work as early as possible.
- Assist injured workers with identifying their job skills and occupational interest.
- Assist injured workers with finding job vacancies by visiting in-person at American Job Centers or virtually with injured workers online.
- Inspire, encourage, and effectively motivate workers to continue their job search.
- Assist injured workers identify academic programs of interest.
- Assist injured workers with understanding requirements to attend educational institutions and provide direction on how to overcome barriers to attendance.
- Assist injured workers with obtaining educational funding resources.
- Receive, image, and process applications to the program.

- Document daily work activities in accordance with program policies.
- Create monthly reports of work activities.
- Identify groups that may have interest in learning more about the program.
- Develop marketing tools.
- Contact groups, businesses or agencies to initiate development of connections to build collaborative working relationships with agencies that have a similar mission.

Salary Range and Schedule:

- Depending on experience you may earn 38,472 to 42,324 per year.
- Full time schedule 37.5 hours per week, Monday through Friday, 8:00am to 4:30pm
- State car that is assigned to the office will be used, if available, to travel around assigned area
- Position is located in the Nashville metropolitan area

Apply by sending your resume and a copy of your certification or transcript by August 7, 2019

to: Brian.Holmes@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.